



TEXAS GUARDIANSHIP CERTIFICATION BOARD

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Certification Exam Information August 2013 For Fiscal Year 2014

The Guardianship Certification Board (GCB) will utilize the proctoring center at the University of Texas-Austin to administer, proctor and grade the exams for the current fiscal year. There will be four exams in Austin. Exam dates, times and locations are listed on the [Certification & Examination page](#) on the GCB's website. **DO NOT contact UT-Austin regarding the exams.**

The exam is scheduled only at the UT-Austin location during fiscal year 2014 (September 1, 2013 through August 31, 2014). Updated information will be posted on the website as noted above if any additional exams are scheduled. Hosted exams are no longer offered. Exams are not being given "on demand" - they are offered on specific dates and times at specific locations.

A separate e-mail account has been established for questions and all matters related to the certification exam, GCBExam@txcourts.gov. Please use that e-mail to ensure your questions and concerns are addressed timely by the Program Director.

1. Register

Complete the Exam Registration form, found on the [Certification & Examination page](#) on the GCB's website. To help ensure exam security, you must provide a copy of the photo i.d. you will present when you take the exam (see Item 6, below) with your Exam Registration form.

You must provide current contact information on the Exam Registration form. Contact will be by regular mail or e-mail. E-mail is the most efficient way to communicate with you regarding the exam, and we encourage you to provide an e-mail address. If you do provide an e-mail address, that will be the contact method used for all matters related to the exam, including providing you with your exam results.

The exam fee is \$175. Payment must accompany the Exam Registration form, and must be by check or money order, payable to Office of Court Administration. One check may be sent to pay the fee for multiple examinees, but each person must complete and submit a separate Exam Registration form. The exam fee is NOT refundable.

The Office of Court Administration cannot accept credit cards or any form of on-line payment. If you work for a state agency, contact your supervisor regarding inter-agency payment.

Submit your completed Exam Registration form and exam fee to:

Office of Court Administration

Attn: Guardianship Certification Program

By Regular Mail:

P.O. Box 12066

Austin, Texas 78711-2066

By Overnight or Hand Delivery:

205 W. 14th St., Suite 600

Austin, Texas 78701

NOTE: Registration is limited to 18 examinees per date, and registration is on a first come, first served basis. If your registration is received after 18 people have already registered to a particular exam, you will either be given an alternate time or will be registered for the next exam.

2. Deadline

You must register at least twenty-one days before the exam date. This means your completed Exam Registration form, including a copy of your photo i.d., and payment must be at the Office of Court Administration by close of business on that date. Exam dates and deadlines for Fiscal Year 2014 are posted on the [Certification & Examination page](#) on the GCB website.

3. Review

Upon receipt of your completed Exam Registration form and your payment, the Program Director will ensure it is complete. If there are any problems with it, you will be contacted.

Any problem with your registration must be resolved at least fourteen days in advance of the exam date. Otherwise, you will not be able to take the exam.

4. Confirmation

You will receive confirmation that your Exam Registration form and payment have been received and approved. Your assigned exam number will be included in the confirmation, along with the address for the proctoring center at which you will take the test.

5. Accommodation

Upon request, reasonable accommodations will be made for ADA conditions. Send your request for accommodation to the Program Director as far in advance as possible, but at least twenty-one days in advance of the exam date. Your request for accommodation may accompany your Exam Registration form and payment of the exam fee.

6. Taking the Exam

You should arrive at the exam location AT LEAST thirty minutes before the scheduled exam time. At the UT-Austin proctoring center, you will need to check in and request a parking pass, which must be placed in your vehicle.

You must present photo i.d. (the same photo i.d. you provided when you registered), and you will be given your exam in a sealed envelope. You will be instructed to open the envelope, verify the exam number against the confirmation you received, and sign your name on the exam itself (that is, the question sheet) in the presence of a staff member at the exam location. You will be provided with an answer sheet and a number 2 pencil.

The exam consists of 100 multiple choice questions. You have two hours to complete the exam. You may NOT leave the room during the exam.

You may NOT bring anything with you except your keys and your photo i.d. NO cell phones, NO laptops or tablets, NO purses, NO backpacks, NO bags, NO food or drink. Very limited storage space is available for other items, so plan accordingly.

If you arrive after the scheduled exam time, you may take the exam that day, but you will not receive any additional time to complete it. If you arrive late and do not take the exam, notify the Program Director within two business days of the exam date. If timely notice is received, you will be placed on the list to take the next scheduled exam. No additional payment will be due.

In the event of an emergency that prevents you from taking the exam as scheduled, contact the Program Director as soon as possible. Arrangements will be made for you to take the next scheduled exam, and no additional payment will be due.

Please notify the Program Director as far in advance as you can - three business days if possible - ahead of the exam date if you have registered for an exam and know you will not be able to make it. If timely notice is received, you will be placed on the list to take the next scheduled exam. No additional payment will be due.

When you finish your exam, turn in the answer sheet AND your exam to the exam location staff.

7. Exam Results

The Program Director will notify you of your results within thirty days of the exam date. 75% or higher is a passing grade, and results will be provided to you as pass/fail. **DO NOT contact UT-Austin regarding your results.**

You will receive your results by regular mail or by e-mail (see Item 1, above). **In no event will exam results be provided by telephone.**

8. After the Test

Passing Grade: Passing the exam is only one step in the Texas certification process. Please refer to the [Certification & Examination page](#) on the GCB website for information on certification requirements.

Failing Grade: You may take the exam up to four times. You must register each time and pay the fee each time (see Item 1 above); the re-take fee is the same as the initial exam fee, \$175.

If you do not pass the test after four attempts, you must seek permission from the GCB to take it a fifth time. Contact the Program Director should this situation arise.

9. Certification

Taking the exam and applying for certification are two separate processes. *Certification is not automatic when you pass the exam.* As noted above, it is only one step in the Texas certification process. You must apply for certification, pay the required application fee, submit your fingerprints to the Department of Public Safety for a Texas and FBI criminal history search, and otherwise meet the qualifications for certification.

You may apply for certification before you take the exam; your application will be held pending your test results. You may apply for certification after you have been notified that you passed the exam. If you choose to register for the exam and apply for certification at the same time, you must remit payment of the exam fee and the application fee separately.